



# **National Finance Center Customer Notification**

**Date of Notification: September 3, 2009**

**Subject: Bargaining Unit Status (BUS) Code Conversion Initiative  
(Project 90192)**

**Database/Customer(s) Affected: ALL**

**Dear Customer:**

As stated in the customer communication sent February 20, 2009, this communication provides details regarding the updating of the Position Management System (PMSO) and personnel records as they relate to the Bargaining Unit Status (BUS) code conversion.

In Pay Period 20, NFC will modify the Payroll/Personnel System (PPS) and EmpowHR to convert old BUS codes to new BUS codes based on information provided by the Office of Personnel Management (OPM) and the agencies. This process will change the BUS code in the PMSO individual position records from the old code to the new code for active, inactive, and vacant positions.

To update the personnel record, NFC will generate Nature of Action 903 - Chg in Non CPDF Data Element, Effective Date 09/27/09, and Authentication Date 01/04/09. The Authority Code will be 9BS OPM MEMO DTD 1/14/08 and Remark Code 1BC - OPM RECENTLY CHANGED THE NUMBERING SYSTEM FOR COLLECTIVE BARGAINING UNITS. THIS NUMBER IS REFLECTED AS "BARGAINING UNIT STATUS" ON YOUR PERSONNEL ACTION.

The personnel action will not be sent to OPM, but will be used to document changes in the NFC PPS. No SF-50's will be generated. The modifications will only affect positions and personnel records where the old BUS code exists.

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#### **"Tip of the Week"**

As a reminder, TSP loans, hardship withdrawals or aged based withdrawals are no longer directly deposited to your EFT account. The funds are disbursed in the form of a check to your address on file. Please ensure that your address on file is current before starting the application process.

Under the following scenarios, NFC will not make these modifications:

- Records that have already been updated with the new BUS codes.
- PMSO records with BUS codes 7777 or 8888. NOTE: Under this scenario, if the corresponding salary records have different BUS codes, personnel actions will not be generated nor will the BUS code be updated in the PMSO records.

Agencies using other front-end systems will receive the 903 personnel action through their normal process. Those agencies must update the position records in their systems accordingly.

It will be each agency's responsibility to resolve any actions that fall into suspense.

Your Dedicated Customer Service Representative will provide summary report by agency of the BUS code changes by Tuesday, September 8, 2009. In addition, we will also provide a separate report that will include old and new bargaining unit changes for all affected positions, i.e., active, inactive and vacant positions the week of September 14, 2009.

If you have any questions regarding this notification, please contact the NFC's Payroll/Personnel Call Center at 504-255-4630 or EmpowHR Help Desk at 1-888-367-6955 or [empowhr@usda.gov](mailto:empowhr@usda.gov).

DBS:M5-09-076/079A

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